

Approved For Release 2000/08/07 : CIA-RDP80-01341A000100060014-9

*Elliott*

*This is set of  
preliminary  
backs up papers  
to Front's  
recent submission.*

*A*

*cy retained  
5/5 11/29/74*

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Accounts Division  
513 Key

EXTENSION

2333

NO.

DATE

29 October 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Financial Operations  
1212 Key

29 OCT 1976

*JS*

2.

*Mr. Gale*

3.

Executive Officer  
1213 Key

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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28 October 1976

MEMORANDUM FOR: Executive Officer  
Office of Finance

FROM : [REDACTED]  
Chief, Accounts Division,  
Office of Finance

STATINTL

THROUGH : Deputy Director for Financial Operations

SUBJECT : Revision of Staffing Complement

1. This is a suggested reorganization of positions and grade structure in Accounts Division. It is intended to reflect the focus of duties and responsibilities as they have evolved and particularly as they are being affected by conversion to the new General Accounting System.

STATINTL

2. Schedule I, attached, shows reductions in [REDACTED] posi-

STATINTL

[REDACTED]  
exactly the same total grades and average grade. Schedule II is the same thing in a different format.

STATINTL

[REDACTED]  
4. This proposal does not provide for a position of deputy division chief. It is my belief that a group of this size will function better with strong branch chiefs than with a heavy hierarchy. It is my hope that if the division chief is to be replaced from outside the branches, the development complement could be used for temporary overlap slotting. Without a deputy we would not have a person with the flexibility, expertise and contacts to acquire information on systems and procedures of organizations outside the Agency.

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5. The Data Base Management Branch will have a heavy work load in accommodating the bad data rejection function of the new accounting system. We are fortunate now to have several capable trainees (on 3-month cycles) and a co-op student, and others are scheduled within the next several months. I understand that we have been promised two additional slots for FY 1978.

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Attachments

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